

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 1

1. GENERAL INFORMATION

- A. Recommendations for discipline regarding Sustained policy violations by Department employees will be based upon this order.
- B. The Police Chief, or the Police Chief's designee, has the authority to deviate from prescribed discipline levels under the conditions specified below.

- Deviation from this order's recommendations for discipline at the **Written Reprimand** level will require the written approval of the Involved Employee's Division Chief, in the form of a Deviation From Standard Corrective Action memorandum, which will include a justification statement and be attached to the Misconduct Investigation.

NOTE: Anytime there is a Plausible Allegation of Misconduct at the Written Reprimand level, an intention by the affected chain of command to deviate from a Written Reprimand to a non-disciplinary corrective action outcome, such as a Supervisory Counseling or a coaching, in the event of a Sustained finding, does not negate the need for a Misconduct Investigation to be conducted.

- Deviation from this policy's recommendations for discipline at the **Class I Violation** level will require the written approval of the Executive Assistant Police Chief of the Administration, Accountability, and Transparency Section, in the form of a Deviation From Standard Corrective Action memorandum, which will include a justification statement and be attached to the Misconduct Investigation.
- Deviation from this policy's recommendations for discipline at the **Class II or III Violation** levels, **or** from recommendations made by either the Discipline Review Board will require the written approval of the Police Chief, in the form of a Deviation From Standard Corrective Action memorandum, which will include a justification statement and be attached to the Misconduct Investigation.

NOTE: The City Manager must separately approve any deviation from recommendations made by the Discipline Review Board.

2. DEFINITIONS

A. Aggravated Force Not Within Policy	Not Within Policy force that is willfully used on a Subject by an employee, when that force is determined to be both egregiously unnecessary and egregiously disproportionate based on the Totality of the Circumstances
B. Allegation	Any accusation, originating internally or externally, that a Department employee may have violated existing City or Department policies, standard procedures, or the law
C. Failure To Properly Attempt De-Escalation Strategies	- This Allegation applies when an opportunity to do so is objectively available, and an Involved Employee does not properly attempt the use of any de-escalation strategies trained by the Department - This Allegation should not be used for approved or improvised de-escalation tactics and techniques that were attempted by an employee, but were unsuccessful in resolving an incident or preventing a Use of Force
D. Failure To Properly Request Medical Aid After Use of Force	- This Allegation applies when an Involved Employee uses Level 2 or Level 3 force during a police incident, but fails to properly request medical aid for the Subject the force was used upon - For Level 1 Uses of Force, this Allegation applies if medical evaluation is requested by the Subject or otherwise reasonably needed to evaluate potential Injuries or Minor Wounds to the Subject resulting from applied police force, but the Involved Employee(s) fail to properly request medical aid
E. Force Not Within Policy	Force used by an employee that is determined to be unnecessary and/or disproportionate, based on the Totality of the Circumstances
F. Force Within Policy	Force used by an employee that is determined to be both necessary and proportionate, based on the Totality of the Circumstances, and therefore objectively reasonable

2. DEFINITIONS (continued)

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 2

G. Force-related Decision Making	- The process of an employee choosing a course of action, or failing to choose a course of action, relating to tactics or techniques leading up to the Use of Force, or to a potential Use of Force, during a police incident - Force-related Decision Making does not include the actual application of force upon a Subject by an employee; rather, it concerns the actions or inactions by an employee that immediately precede a Use of Force - An Allegation of Improper Force-related Decision Making is applicable to actions or inactions which unjustifiably deviate from clearly established and documented training, or supervisory directives, received by an Involved Employee - For the purposes of this policy only, Improper Escalation and Failure to Properly De-escalate are considered as individual allegations separate from Force-related Decision Making
H. Improper Escalation	- Tactics and techniques that unduly and unjustifiably escalate a police incident by objectively increasing the likelihood of an employee's need to use force and decreasing potential opportunities for a Subject's voluntary compliance. - The concept of Improper Escalation is not intended to prevent or preclude justifiable police actions that are intended to resolve a police incident in a manner consistent with the Safety Priorities and the Department's public safety responsibilities. - An Allegation of Improper Escalation may include instances of potential Officer-Created Jeopardy.

3. **MINOR POLICY VIOLATIONS – SUPERVISORY COUNSELING**

A. Policy violations requiring a minimum of a supervisory counseling:

- (1) Failure to attend court as directed (first incident within a 12 consecutive month period)
- (2) Failure to attend training as directed (first incident within a 12 consecutive month period)
- (3) Operating a City Vehicle
 - (a) Out of policy traffic collision resulting from a *minor* moving violation (backing, on private property, minor roadway collision, etc.) as determined by the Driving Analysis Committee (DAC) (no injury/Minor Wound)

NOTE: See [Operations Order 2.1.00.12.B.\(10\)](#) for a possible exclusion.
 - (b) Failure to adhere to driver qualifications as listed in [Administrative Regulation \(AR\) 2.96](#)
- (4) Unprofessional Conduct
 - (a) Inappropriate Language, as defined in [Operations Order 4.7.00, Rules and Regulations](#), section 6.B
 - (b) Violation of [AR 2.35, Equal Opportunity Policy](#): Anti-Discrimination, Harassment, and Retaliation
- (5) Duty To Intervene
 - (a) Failure to intervene or attempt to intervene as required when another employee is known to be involved in misconduct, unethical behavior, or other violations of policy or law

NOTE: The Duty to Intervene violation level will match the classification level of the original policy violation or misconduct that required intervention.

B. Unless otherwise listed within this order, any acts not involving repeat offenses or a reckless disregard for policy, may be issued a supervisory counseling.

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 3

4. **DISCIPLINE**

A. **Written Reprimand Violations** – Severity of the violation and disregard for policy require a minimum of a Written Reprimand.

(1) **General Requirements/Job Performance**

- (a) Failure to complete an Incident Report (IR), Incident Supplement, Arizona Crash Report (ACR), or other paperwork when required
- (b) Failure to complete a Subject Contact Data (SCD) Form when required (third incident within a 12 consecutive month period)
- (c) Failure to obey a lawful order from a supervisor
- (d) Derogatory, inflammatory, or unprofessional remarks over the Mobile Data Computer (MDC)/Computer Aided Dispatch (CAD)
- (e) Excessive use of leave/unscheduled leave (“excessive” as defined by City policy)
- (f) Failure to notify the Department of a medical condition that might inhibit job performance
- (g) Failure to respond to emergency radio traffic when available to do so
- (h) Failure to properly request or render medical aid for a subject during a police incident (non-Use of Force)
- (i) Providing medical assistance beyond the scope of training or certification
- (k) Improper political activity while on duty or in a City uniform
- (l) Actions resulting in minor damage or impact to Department vehicles (excluding non-criminal traffic accidents)
- (m) Failure to attend court as directed (second incident within a 12 consecutive month period; calculated by date of the Notice of Investigation (NOI) or notification of missed court)
- (n) Failure to attend training as directed (second incident within a 12 consecutive month period; calculated by date of the NOI or notification of missed training)
- (o) Neglect of duty
- (p) Violation of Immigration Enforcement rules and regulations
- (q) Failure to adhere to driver qualifications as listed in [AR 2.96](#)
- (r) Failure to adhere to body-worn camera (BWC) audio/video recording requirements/guidelines
- (s) As defined in the Classification Guidance Criteria, section 4, of this order

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 4

4. A. (2) Firearms and Equipment

- (a) Improper storage/security of police equipment and items identifiable as police equipment (Department issued or personally owned)
- (b) Failure to secure a weapon in an appropriate location
- (c) Unauthorized modification/s to a Departmental weapon
- (d) Negligent discharge of a firearm without injury (excluding bullet trap incidents)
- (e) Carrying non-approved/unauthorized impact weapons
- (f) Not qualified and/or did not attempt to qualify as directed by AzPOST rules/Training Bureau policy
- (g) Negligent loss of or damage to a City owned radio

(3) Use of Force – Force Not Within Policy

- (a) Striking another person (Hard Empty Hand Techniques/Expandable Baton/Improvised Impact Weapon) (No Injury, Minor Wound)
- (b) Use of a TASER Energy Weapon (TEW) (No Injury, Minor Wound)
- (c) Use of Direct Impact Munitions (40mm/PepperBall®/37mm) (No Injury, Minor Wound)
- (d) Use of TEW (On-Duty or Off-duty in a police capacity) (No Injury, Minor Wound)
- (e) Use of Irritants (No Injury, Minor Wound)

(4) Force-related Policy Violations

- The Force-related policy violation levels for the allegations *Improper Escalation* and *Failure to properly attempt De-escalation strategies* will be equivalent to the potential policy violation level of the related Use of Force applied, regardless of whether there is an actual Use of Force policy violation allegation or not.
- (a) Improper Escalation by involved employee prior to Use of Force during a police incident
- (b) Failure to properly attempt De-escalation strategies prior to Use of Force during a police incident
- (c) Improper Force-related Decision Making during a police incident
- (d) Failure to properly request or render medical aid for a subject after force was used during a police incident

(5) Use of Force – Reporting

- (a) Failure of employee to properly and promptly report a Level 1 Use of Force incident to a supervisor
- (b) Failure of a supervisor to properly and promptly submit or review a required Level 1 Use of Force

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 5

4. A. (6) Show of Force Policy Violations

- (a) Undue firearm Show of Force by an employee while on-duty or off-duty in a police capacity
- (b) Undue less-lethal Show of Force by an employee while on-duty or off-duty in a police capacity
- (c) Failure of employee to properly or promptly report a Show of Force incident to a supervisor
- (d) Failure of an employee to complete or properly submit a Show of Force Notification Form when directed by a supervisor
- (e) Failure of a supervisor to properly submit a Show of Force report, or failure to ensure a Show of Force Notification Form is properly submitted by an employee

(7) Property

- (c) Inappropriate release of property without proper authorization
- (b) Failure to impound, control, and/or secure property or improper destruction of property as outlined by policy (includes prisoner's property but does not apply to evidentiary items)

(8) Operating a City Vehicle

- If an employee commits two or more violations listed below, during the same driving incident, the violations will be combined and elevated to a single Class 1 Violation (as outlined in this order, 3.18.4.B.(7))
- (a) "Emergency Driving" in a vehicle not meeting the definitions of an emergency vehicle
- (b) Failure to immediately notify a supervisor of a City vehicle (owned, leased, or rented) involved in a traffic collision
- (c) Illegal parking violations; scofflaw designation
- (d) Without authorization or authority, excessive speed violation as defined in [Arizona Revised Statute \(ARS\) Title 28](#)
- (e) Pursuit Driving - Out-of-Policy pursuit as determined by the Driving Analysis Committee.
- (f) Failure to wear a seatbelt while operating or riding in a City vehicle (owned, leased, or rented) involved in a traffic collision or photo technology Traffic Violation Notice (TVN)
- (g) Out of policy traffic collision resulting from a *significant* moving/policy violation (unsafe lane change, speed, failure to yield, etc.) as determined by the DAC (no injury/Minor Wound)

(9) Prisoners

- (a) Failure to properly search a prisoner leading to an injury to any person
- (b) Improper care of a prisoner/failure to provide medical treatment, if required
- (c) Negligent control/securing of a prisoner

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 6

4. A. (10) Supervisors

- (a) Abusive or derogatory language when addressing a direct report/subordinate

(11) Unprofessional Conduct

- (a) Sexual activity (off duty) in a Department facility and/or grounds
- (b) Accepting a gratuity (negative impact to the Department)
- (c) Soliciting work for an attorney and/or bail bondsman
- (d) Verbal abuse/confrontation towards another employee
- (e) Inappropriate Language, as defined in [Operations Order 4.7.00, Rules and Regulations, section 6.B](#)
- (f) Violation of [AR 2.35, Equal Opportunity Policy](#): Anti-Discrimination, Harassment, and Retaliation

(12) Duty To Intervene

- (a) Failure to intervene or attempt to intervene as required when another employee is known to be involved in misconduct, unethical behavior, or other violations of policy or law

NOTE: The Duty to Intervene violation level will match the classification level of the original policy violation or misconduct that required intervention.

B. **Class I Violations** – Increased severity of a policy violation and/or disregard of policy

- Class I violations will be referred to the Police Chief for an eight (8) or 24-hour suspension without pay

(1) General Requirements/Job Performance

- (a) Abuse of leave benefits
- (b) Intentionally missing a court appearance after proper notification/subpoena
- (c) Intentionally missing a scheduled mandatory training after proper notification
- (d) Obtaining any information for personal use via the record management system/s, such as MDC/CAD/National Crime Information Center (NCIC)/Arizona Crime Information Center (ACIC)
- (e) Uncooperative and/or interfered with a traffic-related investigation (on duty, off duty, or off-duty)
- (f) While on duty, any access to an adult/pornographic or otherwise similar inappropriate web site on any accessible computer system to include a City owned smart phone device
- (g) Improper use of City property, another's, or personal equipment (used as part of employment), including computer, uniforms, vehicle, etc.



POLICY VIOLATIONS INDEX

Operations Order

2.1.01

PHOENIX POLICE DEPARTMENT

Rev. 02/18/25

PAGE 7

4. B. (1) (h) The incident resulted in major damage/loss or impact to the Department (\$5,000+) (this does not apply to out of policy traffic collisions which are covered in sections 2.A.(3) and 3.A.4 of this order)
 - (i) Attempt/s to convert an enforcement contact (victim, witness, suspect, investigative lead (IL), informant, traffic violator) into a social relationship (on duty contact)
 - (j) Failure to impound, control, properly secure evidentiary items as directed by policy
 - (k) Failure to complete multiple reports over time as required, such as IRs, Incident Supplements, ACRs, or other required paperwork
 - (l) Neglect of duty
 - (m) Failure to adhere to driver qualifications as listed in [AR 2.96](#)
 - (n) As defined in the Classification Guidance Criteria, section 4, of this order
- (2) Firearms
 - (a) Sworn employee on duty or working off duty in a police capacity or a detention officer on duty carrying/deploying with an unauthorized or unapproved firearm (handgun, shotgun, or rifle) in violation of policy
 - (d) Sworn employee taking action with an unauthorized or unapproved firearm (handgun, shotgun, or rifle) while off duty and not working in a police capacity
 - (e) Negligent loss of or damage to a City owned firearm
- (3) Use of Force – Force Not Within Policy
 - (a) Use of a TEW (Injury)
 - (b) Striking another person (Hard Empty Hand Techniques/Expandable Baton/Improvised Impact Weapon) (Injury)
 - (c) Use of Irritants (Injury)
 - (d) Use of Direct Impact Munitions (40mm/PepperBall®/37mm) (Injury)
- (4) Force-related Policy Violations
 - The Force-related policy violation levels for the allegations *Improper Escalation* and *Failure to properly attempt De-escalation strategies* will be equivalent to the potential policy violation level of the related Use of Force applied, regardless of whether there is an actual Use of Force policy violation allegation or not.
 - (c) Improper Escalation by involved employee prior to Use of Force during a police incident
 - (d) Failure to properly attempt de-escalation strategies prior to Use of Force during a police incident

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 8

4. B. (4) (c) Improper Force-related Decision Making during a police incident
 - (d) Failure to properly request or render medical aid for a subject after force was used during a police incident
- (5) Use of Force – Reporting
 - (a) Failure of employee to properly and promptly report a Level 2 Use of Force incident to a supervisor
 - (b) Failure of a supervisor to properly and promptly submit or review a required Level 2 Use of Force
- (6) Unprofessional Conduct
 - (a) Incident not involving an act of violence where elements of a misdemeanor crime are met, regardless of whether the employee was indicted, prosecuted, or convicted
 - (b) Soliciting a gratuity
 - (c) Violation of AR 2.35, Equal Opportunity Policy: Anti-Discrimination, Harassment, and Retaliation
 - (d) Inappropriate Language, as defined in Operations Order 4.7.00, Rules and Regulations
- (7) Operating a City Vehicle
 - (a) Overnight use of City vehicle without authorization
 - (b) Out of policy traffic collision resulting from a *serious* moving/policy violation (serious injury/hospitalization) and/or criminal traffic behavior without due regard
 - (c) Two or more violations listed in section 4.A.(6) of this policy
- (8) Duty To Intervene
 - (a) Failure to intervene or attempt to intervene as required when another employee is known to be involved in misconduct, unethical behavior, or other violations of policy or law

NOTE: The Duty to Intervene violation level will match the classification level of the original policy violation or misconduct that required intervention.
- C. **Class II Violations** – Violations that adversely affect Department operations or involve egregious unprofessional behavior
 - Class II violations will be referred to the Police Chief or the Discipline Review Board (DRB) for a 24 or 40 hour suspension without pay and possible demotion.
 - (1) General Requirements/Job Performance
 - (a) Abuse of prescribed medication
 - (b) Actions amounted to harassment and/or intimidation of a citizen, or a Department or City employee

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 9

4. C. (1) (c) Actions jeopardized the status of a criminal or administrative investigation or prosecution
 - (d) Disseminating information obtained from the record management system/s, such as MDC/CAD/NCIC/ACIC, or other public safety databases, without authorization or not within guidelines of the Terminal Operator Certification (TOC) process
 - (e) Failure to report, uncooperative, and/or interfered with an administrative and/or criminal investigation
 - (f) Installing unauthorized software on the Department network
 - (g) Abuse of disability benefits
 - (h) Neglect of duty
 - (i) Releasing confidential reports, records, and/or information to an unauthorized person
 - (j) Unauthorized use of Department funds (non-criminal activity)
 - (k) Refusal or failure to obey a direct order resulting in minor damage or impact to the Department
 - (l) Inappropriate supervisor/direct subordinate personal relationship that includes sexual activity
 - (m) Unjustified arrest or search (willful false arrest or willful illegal search)
 - (n) Knowingly submitted an internal written document with false information, excluding an IR or internal investigation.
 - (o) Untruthful verbal report, not related or in response to questioning pursuant to a criminal or internal investigation
 - (p) Use of position to interfere with prosecution
 - (q) Failure to adhere to driver qualifications as listed in [AR 2.96](#)
 - (r) As defined in the Classification Guidance Criteria, section 4, of this policy
- (2) Firearms
 - (a) Civilian employee in possession of a firearm on duty or in a police facility in violation of policy
 - (b) Lending City firearm to another employee without authorization
- (3) Use of Force – Force Not Within Policy
 - (a) Negligent discharge of a firearm with any Injury to any person
 - (b) Striking another person (Hard Empty Hand Techniques/Expandable Baton/Improvised Impact Weapon) who is restrained (no Injury)
 - (c) Intentional discharge of a firearm (without Injury)
 - (d) Use of prohibited Impact Weapons

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 10

4. C. (3) (e) Use of a TEW on a restrained subject
 - (f) Use of Irritants on a restrained subject
 - (g) Use of Direct Impact Munitions (40mm/PepperBall®/37mm) on a restrained subject
- (4) Force-related Policy Violations
 - The Force-related policy violation levels for the allegations *Improper Escalation* and *Failure to properly attempt De-escalation strategies* will be equivalent to the potential policy violation level of the related Use of Force applied, regardless of whether there is an actual Use of Force policy violation allegation or not
 - (a) Improper Escalation by involved employee prior to Use of Force during a police incident
 - (b) Failure to properly attempt De-escalation strategies prior to Use of Force during a police incident
 - (c) Improper Force-related Decision Making during a police incident
 - (d) Failure to properly request or render medical aid for a subject after force was used during a police incident
- (5) Use of Force – Reporting
 - (a) Failure of employee to properly and promptly report a Level 3 Use of Force incident to a supervisor
 - (b) Failure of a supervisor to properly and promptly submit or review a required Level 3 Use of Force
- (6) Operating a City Vehicle
 - (a) Without authorization or authority, excessive speed violation as defined in [ARS Title 28](#) resulting in an out of policy traffic collision (serious injury [hospitalization] and/or significant property damage)
- (7) Unprofessional Conduct
 - (a) Violation of [AR 2.35, Equal Opportunity Policy](#): Anti-Discrimination, Harassment, and Retaliation
 - (b) Unprofessional conduct involving an act of violence where elements of a misdemeanor are met, regardless of whether the employee was indicted, prosecuted, or convicted
 - (c) Physical abuse/confrontation towards another employee
 - (d) Inappropriate Language, as defined in [Operations Order 4.7.00 Rules and Regulations, section 6.B](#)

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 11

4. C. (8) Duty To Intervene

- (a) Failure to intervene or attempt to intervene as required when another employee is known to be involved in misconduct, unethical behavior, or other violations of policy or law

NOTE: The Duty to Intervene violation level will match the classification level of the original policy violation or misconduct that required intervention.

D. **Class III Violations** – Violations that are so serious and malicious in nature, they may require immediate intervention by the Police Chief (or designee) for the immediate removal of all employee responsibilities.

- Class III violations will be referred to the DRB for a possible demotion and/or 40, 80, or 240 hour suspension without pay, or termination or will be referred to the Police Chief (or designee) for a Loudermill Hearing

(1) General Requirements/Job Performance

- (a) Bribery
- (b) Giving false, incomplete, misleading statements, or willful omissions during an investigation
- (c) Knowingly submitted a criminal investigation/internal investigation report with false information
- (d) Illegal use of drugs
- (e) Reported to work with drugs or alcohol (.02 or above) in their system
- (f) Operated a City vehicle with drugs or alcohol (.02 or above) in their system
- (g) Operated a vehicle while under the influence of drugs or alcohol (.08 or above) DUI (on duty, off duty, or off-duty employment)
- (h) Non-authorized consumption of alcohol while on duty
- (i) Consumption of alcohol or drugs while working off-duty as a peace officer
- (j) Unable to perform essential job duties (court imposed prohibited possessor, AzPOST decertification of peace officer status)
- (k) Racial profiling/civil rights type violations (enforcement based solely on race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status)
- (l) Refusal or failure to obey a lawful direct order resulting in major damage or impact to the Department
- (m) Refusal to take, tampering with, or failure of the substance abuse screening test
- (n) With the intent to defraud, submitting any type of report (overtime, employee reimbursement, etc.) for monetary gain
- (o) Neglect of duty

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 12

4. D. (1) (p) Failure to adhere to driver qualifications as listed in [AR 2.96](#)
 - (q) As defined in the Classification Guidance Criteria, section 4, of this policy
- (2) Unprofessional Conduct
 - (a) Unprofessional conduct where elements of a felony are met, regardless of whether the employee was indicted, prosecuted, or convicted
 - (b) Consensual sexual contact (on duty or off-duty employment)
 - (c) Soliciting an act of prostitution
 - (d) Violation of [AR 2.35, Equal Opportunity Policy](#): Anti-Discrimination, Harassment, and Retaliation
 - (e) Inappropriate Language, as defined in [Operations Order 4.7.00 Rules and Regulations, section 6.B](#)
- (3) Use of Force – Force Not Within Policy
 - (a) Intentional Use of Deadly Force (e.g. firearm or vehicle)
 - (b) Uses of Force on a restrained Person (with Injury)
 - (c) Use of Restricted Deadly Force option in violation of policy, as defined by [Operations Order 1.5.00.5.E](#)
- (4) Force-related Policy Violations
 - The Force-related policy violation levels for the allegations *Improper Escalation* and *Failure to properly attempt De-escalation strategies* will be equivalent to the potential policy violation level of the related Use of Force applied, regardless of whether there is an actual Use of Force policy violation allegation or not.
 - (a) Improper Escalation by involved employee prior to Use of Force during a police incident
 - (b) Failure to properly attempt De-escalation tactics or techniques prior to Use of Force during a police incident
 - (c) Improper Force-related Decision Making during a police incident
 - (d) Failure to properly request or render medical aid for a subject after force was used during a police incident
- (5) Duty To Intervene
 - (a) Failure to intervene or attempt to intervene as required when another employee is known to be involved in misconduct, unethical behavior, or other violations of policy or law

NOTE: The Duty to Intervene violation level will match the classification level of the original policy violation or misconduct that required intervention.

	POLICY VIOLATIONS INDEX	Operations Order 2.1.01
	PHOENIX POLICE DEPARTMENT	Rev. 02/18/25 PAGE 13

5. **CLASSIFICATION GUIDANCE CRITERIA**

- A. This section identifies non-specific violations of policy not listed in this order which amount to general requirements/job performance either on duty, off duty, or off-duty employment.
- B. Failure to investigate a subordinate's act of misconduct or a citizen's complaint per policy will result in disciplinary action equal to the classification level of the misconduct not investigated.
- C. The following are general guidelines used for classification in each category; each point does not have to be met for placement within a specific category:

(1) Disregard for policy that requires a written reprimand - The employee has received prior recent discipline for the same violation - The incident did not involve violent conduct
(2) Class I violation: Referral to Police Chief for an eight (8) or 24 hour suspension - The incident resulted in minor physical injury to employee/s or citizen/s - Extreme disrespect or willful mistreatment of a citizen or employee beyond that of rude conduct was displayed - Aggravated circumstances outweigh all other factors where conduct is egregious to the extent that a suspension is prudent
(3) Class II violation: Referral to Police Chief or DRB for a 24 or 40 hour suspension and/or demotion - The incident jeopardized the status of a criminal or internal investigation - The incident involved violent conduct - The incident involved the inappropriate use of police powers, authority, and privileges - The incident resulted in major reputation damage or discredit to the City or Department - The incident resulted in major damage/loss to City, personal, or a citizen's property - The incident resulted in serious physical injury to employee/s or citizens - The incident involved an integrity issue not related to a criminal or internal investigation
(4) Class III violation: Referral to DRB for a possible demotion and/or 40, 80, or 240 hour suspension, or termination or referral to the Police Chief (or designee) for a Loudermill Hearing - The conduct was so outrageous that attempts to correct performance would be fruitless - The employee's actions violated the oath of office or basic Department values - The incident involved an integrity issue related to a criminal or internal investigation - The incident involved the intentional abuse of police powers, authority, and privileges

Last Organizational Review:
